



SENIOR SCIENCE OFFICER, SPECIAL PROJECTS AND STRATEGIC INITIATIVES, CIRM

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

The Special Projects Officer to the President will work in concert with the President to accelerate the mission of CIRM. Reporting directly to the President, the special projects officer will assist in the development of special programs and initiatives for CIRM. These programs and initiatives will be aligned with CIRM's Strategic Plan and will serve the goals and objectives of CIRM, reflecting a rapidly evolving field of regenerative medicine.

Job Functions

- Based on needs identified within the President's office, to develop strategy, initiatives and joint action plans with a range of internal and external stakeholders and partners to achieve shared outcome goals.



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- Create effective and healthy communication lines with CIRM team members and external stakeholders that would allow the creation of input proposed solutions and recommendations for the President.
- Deploy expertise to support the President:
 - Read, research, and route key correspondence; draft letters and documents; collect and analyze information (business and scientific intelligence); propose and execute on action plans.
 - Deploy scientific background and expertise to create work product and drive discussions that reflect the direction set forth by the President and Leadership Team.
 - Work directly with the President to create key documents such as CIRM's Strategic Plan.
 - Coordinate President (and joint President-Chair) Advisory Panels and workshops and assemble reports from these meetings.
 - Coordinate and assist in developing agendas for internal and external meetings organized by the President's Office.
 - Work with the Business Development, Review Office and Scientific Teams at CIRM to keep the Agency abreast of developments and trends in the scientific arena, especially as it relates to CIRM research programs.
 - Attend meetings with or on behalf of the President, capture key information and create content (e.g. summary documents, briefing documents, presentations).
 - Assist the President in managing priorities for day/week/months.
 - Create briefing documents and presentations for speaking engagements, meetings and press interviews, podcasts or similar engagements.
 - Assist in the preparation of Board presentations, internal updates, Leadership Team meetings, presentations to external stakeholders.
- Maintain stakeholder confidence and protect CIRM operations by keeping information confidential and abiding by conflict-of-interest policy and regulation.
- Utilize Project Management tools and systems to enable efficient communication and information transit between the President's Office with internal and external stakeholders. Where necessary, measure project performance using appropriate systems, tools, and techniques. Deliver talks and presentations on behalf of the President's Office as required.
- Exhibit in words and actions, a commitment to CIRM's mission and to fostering a "healthy" work environment that minimizes politics and maximizes communication and respect for all team members.



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- Exhibit a “growth mindset” and thrive in a fast paced, entrepreneurial environment with the ability to function with “imperfect and incomplete datasets” and to arrive at approaches and solutions that would assist the President’s Office and benefit the Agency.
- Perform other duties as may be required to further the goals of CIRM.

Supervision Received

The Senior Science Officer- Special Projects and Strategic Initiatives- reports directly to the President and CEO of CIRM.

Qualifications

- M.D. or Ph.D. in a biomedical science with significant and relevant experience in research, science affairs and/or biotechnology.
- Experience in writing scientific manuscripts, proposals, presentations and technical documents.
- Ability to work effectively with senior executives of organizations and Board members.
- Track record demonstrating success in simultaneously managing multiple, complex projects in varying stages of development under time pressure.
- Excellent analytical, interpersonal, and written and oral communication skills. Ability to communicate effectively with scientists and with non-scientists.
- Track record of working collaboratively in a team-oriented, demanding environment.
- Adept in technology to create high quality content e.g., Microsoft PowerPoint, Word, Excel and amenable to training and implementing project management tools as they are adopted organization wide.
- Experience in successfully coordinating large, multi-stakeholder meetings.
- Track record in time management, critical thinking and problem-solving skills.
- Team-oriented and adept at conflict resolution.

Working Conditions

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.



CALIFORNIA'S STEM CELL AGENCY

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 1999 Harrison Street building in Oakland and is equipped with standard or ergonomic equipment, as appropriate. Travel may be required to attend meetings or raining classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Vice President, Administration).

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.*

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Salary Range and Benefits

The salary range for the Senior Science Officer, Special Projects and Strategic Initiatives, CIRM is \$141,252 - \$221,624. CIRM offers a competitive compensation package.



How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov. Electronic applications preferred.
CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.



Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Vice President, Administration is available to answer questions regarding the application process and the position.

Human Resources Contact:
Maria Bonneville
Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Maria Bonneville (Acting)
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation,



CALIFORNIA'S STEM CELL AGENCY

race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.